



**ESF #15 – PUBLIC INFORMATION AND WARNING**  
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## **ESF #15 – PUBLIC INFORMATION AND WARNING**

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<b>Primary Agencies:</b>	Miami County Emergency Management Agency (MCEMA) Miami County Public Information Officer
<b>Support Agencies:</b>	Miami County E-911 Communications Center Local Media Organizations Miami County Sheriff's Office First Response Units Municipal Jurisdictions Ohio Emergency Management Agency (OEMA) National Weather Service Montgomery County Commission
<b>Related Federal ESFs:</b>	ESF #2: Communications
<b>Ohio Revised Code:</b>	Section 307.63: Countywide Public Safety Communications System Sections 5502.21 through 5502.99: Emergency Management

### **I. INTRODUCTION**

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#### **A. PURPOSE**

The purpose of this Emergency Support Function (ESF) is to describe the process for the dissemination of warning information to response agencies/organizations and the general public throughout Miami County in the event of an emergency or disaster. It describes the means, organizations, and processes by which timely, accurate, and useful information and instructions are given to residents throughout an emergency situation. It provides for the execution of assigned emergency tasks through the coordination of official Emergency Public Information (EPI) to the public and the media of Miami County.

### **II. PLANNING ASSUMPTIONS AND CONSIDERATIONS**

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#### **A. SITUATIONS**

1. The Miami County Warning Point is located in the Miami County Communication Center (MCCC)/ 911 Center at 210 Marybill Drive, Troy, Ohio. It is staffed 24-hours a day and has sufficient communications and warning equipment available to provide the communications necessary for most emergencies. Miami County is certified by the National Weather Service as a Storm Ready® County.
2. Cellular phones, telephones, radios, the Internet, pagers and other electronic social media devices will be utilized to notify EOC staff and emergency personnel.

**B. ASSUMPTIONS**

1. Existing forms of warning will require augmentation in order to provide sufficient warning to a large section of the public during a large-scale emergency.
2. The use of mobile public address systems on fire/rescue, law enforcement, and EMA vehicle(s) and/or door-to-door notification by emergency response personnel may be required when a quick onset emergency (e.g. hazardous materials spill) occurs necessitating an evacuation.
3. Some people who are directly threatened by a hazard may ignore, not hear, or misunderstand warnings.
4. The warning system will survive or withstand the effects of most hazards that may threaten the county.
5. Special needs groups such as the hearing impaired, sight impaired, and/or physically disabled require special attention efforts to ensure that they receive emergency notifications and warning.
6. According to figures from Census 2010, 2.8% (2,885 people) of the population of Miami County speaks a language other than English at home.
7. During an emergency, persons unfamiliar with the overall situation or nature of the hazard causing the emergency may provide conflicting and inaccurate information and instructions to various media outlets.
8. Non-EAS media members will be willing to disseminate EPI.
9. The media will cooperate in broadcasting and publishing detailed disaster/emergency related instructions.
10. Most of the public will respond positively to recommendations from public officials, especially when those orders and requests are easily understood and presented in a timely and proper manner.

**III. CONCEPT OF OPERATIONS**

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**A. GENERAL**

1. In any emergency/disaster situation, the County Public Information Officer (PIO), working with the EOC staff and as an advisor to the executive group, will have primary responsibility for informing the public through the utilization of all media communication systems. The County PIO will also provide for rumor control.
2. The County PIO will be appointed by the Commission President. The County PIO will operate within guidelines set by the County Commission. He/she will also make



3. The following Cities and Villages have warning sirens in place, and can be activated by the MCCC or jurisdictional offices:
  - a. City of Piqua
  - b. City of Tipp City
  - c. City of Troy
  - d. Village of Ludlow Falls
  - e. Village of Casstown
  - f. Village of Covington
  - g. Village of Potsdam
  - h. Village of West Milton
  - i. Monroe Township
  - j. Village of Fletcher
  - k. Village of Ludlow Falls
4. Village of Bradford is activated by Darke County
5. Weather Alert Radios are in place in various schools, factories, nursing homes, institutions, and places of public assembly.
6. The principal means through which EPI may be disseminated in Miami County includes local print and broadcast media outlets. Local media in Miami County currently consists of:
  - a. Newspaper: Piqua Daily Call, Tipp City Herald, Troy Daily News and West Milton Record.
  - b. Radio Stations: WCLR 95.7FM, WTRJ 96.9FM, WHKO 99.1FM (*Primary EAS Station*), WTUE 104.7FM, WMMX 107.7FM and WPTW 1570AM.
  - c. Television Stations: WDTN-TV Channel 2, WHIO-TV Channel 7, WKEF-TV Channel 22, WPTD-TV Channel 16, and WRGT-TV Channel 45.
7. All cities, villages and some of the outlying areas of the county are serviced by Time/Warner Cable; the 911-Center has the capabilities to interrupt their programming to make emergency announcements.
8. A warning period will be available for most emergency situations, although the amount of lead-time will vary from hazard to hazard.
9. Any large-scale natural, technological, or man-made disaster may require the activation of the warning system.
10. Past experience strongly indicates that all local media outlets or venues in Miami County will give priority to the public's need for Emergency Public Information (EPI) over the need for news coverage, particularly during the initial stages of an emergency when EPI can prove quite critical to the public's safety and welfare.

- d. The notification of population living in extremely rural areas of the county.
  - e. The notification of visitors or person not familiar with the county.
- B. WARNINGS: Will be disseminated and follow-up information furnished by a combination of the following:
  - 1. National Oceanic and Atmospheric Administration (NOAA) weather radio stations.
  - 2. AM and FM commercial radio stations.
  - 3. Cable and nearby commercial television stations, as well as Internet websites.
  - 4. Activation of the local Emergency Alert System (EAS) WHKO (99.1FM).
  - 5. National Warning System (NAWAS).
  - 6. Ohio LEADS System.
  - 7. Siren and PA-equipped emergency vehicles.
  - 8. Municipal, county, and state public agencies such as local public works, Ohio Department of Environmental Protection, Ohio Department of Natural Resources, etc.
  - 9. Private agencies may also be called upon to help. Examples include the American Red Cross, Salvation Army, faith based groups, fraternal organizations, volunteers, etc.
- C. ACTIVATION OF PUBLIC WARNING
  - 1. The Wilmington National Weather Service is the primary source of forecasts and warnings of weather, flood/flash flood and other issuances for Miami County.
  - 2. The Miami County 911 Center will disseminate weather warnings as received from the NAWAS and the Ohio State Highway Patrol. Imminent warnings of other types of disasters (i.e. chemical incidents, Weapons of Mass Destruction or biological incidents) will be immediately broadcast to all county agencies. All local radio and television stations will be notified and the Miami County EMA, Director of the 911 Communications Center (or designee), or the LEPC Chairperson will issue an official press release for local emergencies.
  - 3. The Ohio Emergency Management Agency (OEMA) will coordinate notification of radio and television stations with warning information to be broadcast to the general public for state wide emergencies.
  - 4. The Miami County Communication Center (MCCC) relays information to the following:
    - a. All county emergency responders via telephone, radio communications and other forms of electronic communications.

suggestions to modify those guidelines as the situation warrants. When possible, all media releases shall be previewed and signed off by the participating Emergency Support Functions representative.

3. When state action or assistance is required to deal with an emergency, the Ohio Emergency Management Agency (OEMA) will assume primary responsibility for coordinating EPI. Should Miami County become involved in a Presidential Disaster, the Federal Emergency Management Agency's (FEMAs) Public Affairs/Information Officer will coordinate the dissemination of all federal EPI.
4. A Command Staff PIO represents and advises the Incident Commander (IC) on all public information matters relating to the management of the incident where a multi-agency coordination system or EOC is *not* activated. The County PIO coordinates EPI when an EOC is activated and uses the Command Staff/PIO as a liaison to on-scene activities.
5. The National Incident Management System (NIMS) suggests that EPI be disseminated from a Joint Information Center (JIC) during large-scale emergency operations. The EMA Director and County PIO will establish the JIC and the County PIO will oversee operations at the JIC.
6. Possible methods of EPI to be used by the County PIO include:
  - a. Emergency Vehicle – Radio and PA bullhorn-equipped vehicles patrolling streets and roads to alert citizens.
  - b. Utility Company Employees – Going door-to-door, possibly using bullhorns, to alert citizens.
  - c. Sending messages to any schools that may still be staffed.
  - d. The PIO should, in all advisories and directives, ask each citizen tuned to the broadcast to alert his/her neighbors on both sides of his/her home or apartment in order to spread the warning rapidly through person-to-person messages.
7. Persons in the following extraordinary situations will also require accurate EPI. The County PIO should take these and other similar situations into account.
  - a. The notification by Miami County Park District authorities, of campers and campsites located in the Big Woods Reserve, Charleston Falls Preserve, Garbry Hobart Urban Nature Preserve or Greenville Falls State Scenic Area.
  - b. The notification of areas endangered by noxious gases from an industrial, tank car, or tractor-trailer release, spill, or leak.
  - c. The notification of handicapped and elderly persons.



The E-TEAM software may also be used in limited ways to spread warnings to state/other local officials.

4. **Local-State-Federal:** In disasters that threaten to overwhelm the state's capability to respond and support the Miami County EOC, the federal government may be asked to deploy under the National Response Framework (NRF). The NRF calls for maximum coordination of agencies' information releases through a Joint Information Center (JIC) to ensure consistency and accuracy. If a single local-state-federal JIC is not a viable option, public affairs personnel, decision-makers, and news centers are to be connected by electronic mail fax, and telephone in a "Joint Information System" (JIS). In a JIS releases of information should be coordinated to ensure that everyone is using the most recent and accurate data.

E. JOINT INFORMATION CENTER (JIC)

1. A JIC should be established during large-scale emergency situations to provide a location for organizations at all levels of government participating in the management of an incident to work together and to disseminate unified consistent emergency information to the public.
2. A JIC provides for interagency coordination and integration, as well as support for decision-makers, and is flexible and adaptable.
3. A JIC must include representatives of each jurisdiction, agency, private sector, and non-governmental organization (NGO) involved in incident management activities.
4. A single JIC location is preferable; however, the system should be flexible and adaptable enough to accommodate multiple JIC locations when necessary.
5. A JIC has been established at the Hobart Center for County Government, 510 W. Water St., Troy, Ohio. This will be the central location to develop coordinated releases of public information among responders. Unless otherwise noted, this location will be used to provide briefings to all media representatives.
6. A JIC will coordinate press briefings, media releases, and rumor control issues.
7. Monitor local broadcasts from television, radio, and social media

F. WARNING OF SPECIAL NEEDS GROUPS

1. Warnings for the hearing impaired will be by television crawler, originated through local cable television stations.

- b. The National Weather Service office in Wilmington will be notified for weather related issues and to report storm damage.
  - c. The county EMA Director and/or other public officials as deemed appropriate.
- 5. Events for which there is no prior notice, such as hazardous materials incidents or other technological occurrences, may require immediate warnings for a limited area. To initiate life saving actions, including evacuation, an on-scene Incident Commander (IC) may activate the HyperReach system and/or EAS if unable to contact the EMA Director. Such initiation will be through the MCCC.
- 6. Floods, flash floods, severe thunderstorms, and tornado warnings are issued only by the National Weather Service (NWS). They are broadcast through NOAA weather radios, preceded by a tone alarm, and through local commercial television and radio stations with activation of EAS. The Federal Emergency Management Agency (FEMA) has the responsibility for warning the nation of an impending or actual attack on the United States.
- 7. Emergency Alert System (EAS) activation is accomplished through the use of the Sage Endec encoder. Activation is accomplished through a telephone call to the Local Primary Station (LP-1) WHKO Dayton. If the LP-1 station cannot be contacted, activation should be accomplished by contacting the Alternate Primary Station (LP-2) WTUE Dayton.
- 8. Authorized personnel will request activation of the local EAS as follows:
  - a. Call Staff assistance number listed under the EAS station serving the area.
  - b. Identify self by name and title.
  - c. Give the date.
  - d. Designate the message to be broadcasted.

D. INTER-JURISDICTIONAL COORDINATION

- 1. During a large-scale event which involves residents outside of Miami County, there may be a need to coordinate EPI with other jurisdictions.
- 2. **Local-Local:** Coordination between neighboring counties and the municipalities therein will be coordinated through the local EOCs.
- 3. **Local-State:** Coordination with state authorities will be accomplished through contact with the state EOC operated by the OEMA. Coordination with other Ohio counties can also be handled through the state EOC. This may include support for media relations.



5. The Incident Commander or designee or the Director of the Miami County EMA or designee will serve as the primary spokesperson to the media unless the situation requires that this function be delegated to the County Public Information Officer (PIO).

B. ROLES AND RESPONSIBILITIES

<b>Primary Agencies</b>
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1. Miami County Public Information Officer (PIO)
  - a. Handle media and public inquiries, emergency public information and warnings, rumor monitoring/response, print, electronic, and social media monitoring.
  - b. Working with the local Red Cross, develop and maintain a public information and education program that includes prepackaged information kits for specific emergency events and hazard awareness programs.
  - c. Develop and maintain written or oral agreements with the local media on the distribution of emergency information.
  - d. Coordinate EPI releases with the EMA Director or designee even if approval authority has been granted to the County PIO from the County Commission.
  - e. Inform the public about places of contact for missing relatives, continued emergency services, restricted areas, animal reunification issues, etc.
  - f. Maintain a chronological record of emergency/disaster related events and the EPI corresponding to them.
  - g. Coordinate with the Miami County Communication Center (MCCC) to provide for at least one bi-lingual (English/Spanish or other) person to be available to support EPI operations.
  - h. Through a County EMA mutual aid request, contact or request the assistance of the Montgomery County Communication Director for coordination (937-224-3831)
2. Incident Command Staff PIO
  - a. Represent and advise the Incident Commander (IC) on all public information matters relating to the management of the incident.
  - b. Coordinate public information at or near the incident site.
  - c. If the EOC is activated, coordinate public information responsibilities to the County PIO.
  - d. Serve as the on-scene link to the EOC and/or JIC.

2. Warnings of natural disasters to nursing homes are transmitted over NOAA radios and/or the local radio station WHKO (FM 99.1). Other warnings will be disseminated by telephone, when deemed necessary or appropriate.
3. Notification of special needs groups will be conducted utilizing HyperReach activated from the MCCC.

#### G. SEVERE WEATHER WARNINGS

1. Flood warnings are disseminated as other warnings, except the warning is restricted to the area to be affected. Information leading to warnings is received from the National Weather Service via telephone, Internet, NOAA weather radio and augmented by Integrated Flood Observing and Warning Systems (IFLOWS) and a volunteer flood observer network.

#### H. PUBLIC OUTREACH

1. A multi-jurisdictional approach is used to educate the public in emergency preparedness. The American Red Cross, public health, EMA, police, fire, and EMS agencies of the county present preparedness information using the all-hazards approach.

### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

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#### A. ORGANIZATION

1. The EAS may be activated by a Miami County Commissioner, the Sheriff, the Miami County EMA Director, the NWS, or by the Ohio Emergency Management Agency (OEMA). An on-scene Incident Commander may activate the EAS through the Miami County Communications Center under the authority of one of the above entities.
2. The Miami County Communication Center and/or the Miami County EMA Director will serve as the county Warning Coordinator and will document initial notifications of warnings.
3. Hazardous materials incidents are handled through the usual 911 emergency dispatch system. Local industries utilize 911 for reporting spills on their sites.
4. The primary sources utilized for disseminating warning information in Ohio are the weather service teletype, weather service radio, NAWAS, EAS, commercial telephone, and radio and television stations.



## **V. DIRECTION AND CONTROL**

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1. An Incident Commander may implement immediate emergency warnings in and surrounding an incident site, most likely through door-to-door notification or public address systems (if available).
2. The Miami County EMA Director or designee will activate the EOC and disseminate warning information to the general public from this location with the County PIO.
3. The County PIO will coordinate the release of emergency public information through the media.
4. The PIO is responsible for the issuance of official information, advice and instructions from the local government to the public. The County PIO also serves as the advisor to the executive group and the Emergency Operations Center staff on public information issues.
5. All information released to the media will first be cleared, if possible by the Miami County EOC support function representatives and/or executive committee staff that are available.
6. In as much as is possible, public schools, hospitals, assisted living facilities, jails, and other populated government facilities and institutions will receive notification and warning of impending hazards from the County Warning Point, or if activated the County EOC.
7. The Director of the Ohio Department of Public Safety is responsible for operating the state level portion of NAWAS (National Warning System). The Ohio Primary Warning Point is located at the Ohio State Patrol Headquarters, 600 E. Main Street, Columbus, Ohio 43205. The State Primary NAWAS warning point is located in the Ohio Emergency Operations Center, 2855 West Dublin-Granville Road, Columbus, Ohio.
8. After receiving a NAWAS Warning, the OSP District #5 Headquarters, Piqua, Ohio, will notify the Miami County Communications Center/911 which in turn will alert the Emergency Management Coordinator of Miami County.

## **VI. ADMINISTRATION AND LOGISTICS**

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1. Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, other government agencies, and industry in accordance with existing mutual aid agreements and contracts. Requests from state agencies should be made to the State EOC from the local EOC using the



- e. When the EOC is activated, the County PIO on duty will keep a log, listing all media contacts made, press releases issued and any other major PIO functions accomplished during the established operation period.
- 3. Miami County EMA Director/Warning Coordinator
  - a. Develop plans to utilize warning capabilities and to address areas not currently covered by warning systems.
  - b. Ensure that the county's warning systems are activated and operational.
  - c. Initiate notification of EOC personnel.
  - d. Activate public warning systems, such as EAS.
  - e. Implement contingency measures if the primary warning system fails.
  - f. Work with the County Public Information Officer (PIO) to distribute necessary warning information to the public.
  - g. Work with schools and other organizations having special needs populations on the utilization of weather alert radios and other special notification methods.
  - h. Cancel all warning activities when the threat is over and make sure that all emergency responders and the general public understand that the threat has subsided.

<b>Support Agencies</b>
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- 4. Miami County Sheriff's Office
  - a. Initiate notification of first responders.
  - b. Coordinate with the Miami County EMA Director for special warning and notification requirements in emergencies.
- 5. Local Media Organizations
  - a. Store pre-packaged emergency information kits for release upon request by the Miami County PIO.
  - b. Cooperate in covering public education programs.
  - c. Verify all field reports of an emergency's development.
  - d. Train staff to handle emergency announcements (especially designated EAS radio stations).
- 6. First Response Units (Fire/Police)
  - a. Provide mobile sirens, public address systems (if available), and door-to-door notification as needed to warn the public.

2. Law enforcement agencies and fire departments with warning duties are responsible for developing and maintaining departmental mutual-aid agreements, personnel rosters including 24-hour emergency notification telephone numbers, and equipment inventories.
3. The Miami County warning system will be inspected and possibly tested at least annually to determine the need for improvement or upgrading.
4. The County PIO will assist the EMA Director in the review of this ESF on an annual basis and update it as may be necessary to maintain its operational integrity and effectiveness.
5. All organizations that support this ESF are responsible for developing their respective Operating Guidelines (OGs) for supporting EPI operations in the county, or the surrounding municipalities.

#### **IX. LIST OF APPENDICES**

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Appendix 1 – Emergency Alert System (EAS) Local Areas

Appendix 2 – Typical Advisories and Directives

#### **X. AUTHENTICATION**

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SEPT 14, 2015  
Date

11-24-15  
Date

Kenneth Ayl  
Miami County EMA Director

John W. ...  
Miami County Commission President

types and definitions prescribed by the NIMS. NIMS ensures a consistent terminology is used and that responders receive the correct/proper resource support.

2. All organizations tasked with notification responsibilities are responsible for testing and maintaining pertinent equipment, to include arranging for repair and/or replacement of damaged equipment.
3. For incidents located in unincorporated areas or incidents spanning the boundaries of two (2) or more jurisdictions, the Miami County Commission is responsible for initiating contracts with private resources to augment notification and warning capabilities, if necessary. The town councils are responsible for the same within their jurisdictions.
4. Mutual aid agreements with neighboring jurisdictions will be in place should multiple incidents occur, thus taxing the capabilities of a single incident command.
5. Follow-up activities will be implemented to gauge how well the general public received and responded to warning information.
6. The County PIO will maintain a chronological record of all press or media release of EPI during the event. He/She will also maintain records of all agreements and understandings between Miami County and other local PIOs, as well as those with the local media.

## **VII. CONTINUITY OF GOVERNMENT**

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A. The line of succession for the Miami County Warning Coordinator is as follows:

1. Sheriff
2. EMA Designee

B. The line of succession for the Miami County PIO is as follows:

1. Miami County PIO
2. Designated Alternate

## **VIII. ESF DEVELOPMENT AND MAINTENANCE**

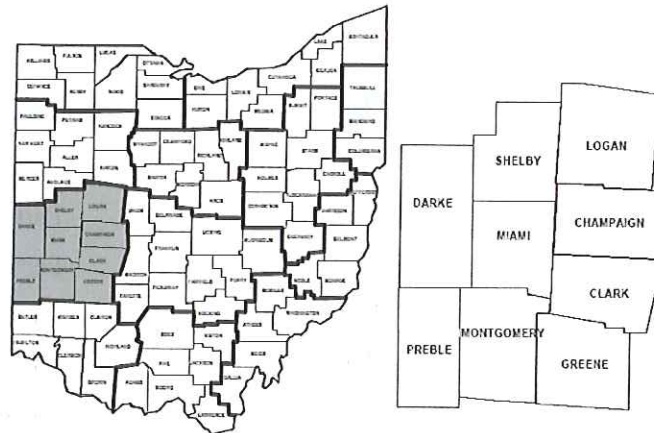
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1. All county and municipal offices with emergency notification/warning responsibilities are responsible for reviewing this Emergency Support Function (ESF) at least once a year and submitting new or updated information to the county EMA Director, commencing one (1) year from the approval date of this document or more often as necessary.



**MIAMI COUNTY EMERGENCY OPERATIONS PLAN**  
**APPENDIX 1 TO ESF #15**

**West Central Ohio Local Area**



<u>STATION</u>	<u>FREQUENCY</u>	<u>EAS DESIGNATION</u>
<u>AM Radio</u>		
WULM Springfield	1600	Participating
WBZI Xenia	1500	Participating
WDAO Dayton	1210	Participating
WHIO Dayton	1290	Participating
WING Dayton	1410	Participating
WIZE Springfield	1340	Participating
WGNZ Fairborn	1110	Participating
WBLL Bellefontaine	1390	Participating
WONE Dayton	980	Participating
<b>WPTW Piqua</b>	<b>1570</b>	<b>Participating</b>
<u>FM Radio</u>		
WLSN Greenville	106.5	Participating
WING Springfield	102.9	Participating
WZLR Xenia	95.3	Participating
WKSX Urbana	101.7	Participating
WEEC Springfield	100.7	Participating
<u>STATION</u>	<u>FREQUENCY</u>	<u>EAS DESIGNATION</u>

<b><u>FM Radio</u></b>		
WFCJ Miamisburg	93.7	Participating
WGTZ Eaton	92.9	Participating
WGVO Greenville	91.5	Participating
<b>WHKO Dayton</b>	<b>99.1</b>	<b>Local Primary-1</b>
WMVR Sidney	105.5	Participating
<b>WHIO Piqua</b>	<b>95.7</b>	<b>Participating</b>
<b>WTUE Dayton</b>	<b>104.7</b>	<b>Local Primary-2</b>
WLQT Kettering	99.9	Participating
WMMX Dayton	107.7	Participating
WRVF Beavercreek	103.9	Participating
WCDR Cedarville	90.3	Participating
WDPG Greenville	98.9	Participating
WTGR Union City	97.5	Participating
WCSU Wilberforce	88.9	Participating
WDPR Dayton	89.5	Participating
WQRP West Carrollton	88.1	Participating
<b>WYDA Troy</b>	<b>96.9</b>	<b>Participating</b>
WYSO Yellow Springs	91.3	Participating
WPKO Bellefontaine	98.3	Participating
WDOL Englewood	94.5	Participating
WROU West Carrollton	92.1	Participating

<b><u>TV Stations</u></b>		
WDTN Dayton	Channel 2	Participating
WHIO Dayton	Channel 7	Participating
WKEF Dayton	Channel 22	Participating
WPTD Dayton	Channel 16	State Relay
WRGT Dayton	Channel 45	Participating
WTJC Springfield	Channel 26	Participating

**MIAMI COUNTY EMERGENCY OPERATIONS PLAN**

**APPENDIX 2 TO ESF #15**

**TYPICAL ADVISORIES AND DIRECTIVES**

- A. The County Public Information Officer (PIO) can prepare in advance of any expected disasters the wording of general appropriate advisories and directives. These could be reviewed by the county EMA Director, the County Commission, and/or a representative from the broadcasting industry and newspapers for content and tone. The County PIO can subsequently adapt these to the actual situations in the county during a disaster.
- B. All stages can be covered: Warnings and preparation for the disaster, operations during the disaster period, and the recovery phase after the disaster.
- C. Emphasis should be placed on help for the individual citizen, what he/she should do, where to go for assistance, etc.
- D. Examples of advisories and directives which may be prepared include:
  - 1. Typical Warning Advisories of approaching natural disasters, etc., e.g. tornadoes, high waters, etc.
  - 2. Typical "Evacuation Assistance" Directives covering when an evacuation is to start, areas to be cleared, traffic flow from the area, supplementary transportation being provided, assembly in new area designated. Directives could also include provision for dispersal to mass shelters, identification needed to re-enter the evacuation area, and exclusion of spectators.
  - 3. Shelter and Feeding Advisories covering who is eligible, where to go, when and who is providing services.
  - 4. First Aid and Hospitalization Advisories concerning who is eligible, where to go, when and who is providing the treatment, etc.
  - 5. Flood Advisory and Flood Evacuation Directives concerning areas affected, when to evacuate or what to do, police and fire protection provided. Directives need to include whom to call for help, what is being done to prevent looting, cautioning spectators to stay out of the area, identification requirements for entering designated areas, and assistance in saving material belongings will be prepared.
  - 6. Debris Clearance Advisories covering areas affected, what will be removed, the agency handling removal, whom to contact for help, when the area is to be cleared, etc.
  - 7. Utilities Advisories concerning areas affected, when the service will be restored, the



- services affected (electricity, gas, water, sewerage), and whom to contact for help.
8. Emergency Housing Advisories should cover what is being provided, where to find disaster emergency housing, for how long, and what home repairs are eligible for relief assistance. These advisories will also contain whom to contact for information on possible loans.
  9. Advisories concerning unemployment compensation resulting from the disaster, who is eligible, where to go to apply, what funds are available, etc.
  10. Emergency Transportation Advisory noting what support is being provided, who is providing the service, and where to apply or go for assistance.
- E. This appendix contains a sample ad hoc message format which is a general guideline to consider the content for any message.
- F. This appendix also contains a guide for news statements to the news media. The County PIO can use this outline to provide media interviews or written news releases.

## GUIDE FOR PREPARING STATEMENTS FOR THE NEWS MEDIA

The following is a guide for news statements to the news media. The County PIO can use the following outline to provide media interviews or written news releases.

Step 1: Identify yourself

_____	Public Information Officer	Miami County
(Name)	(Position)	(County)

Step 2: Briefly indicate what happened and where

Step 3: Status of local emergency response

Step 4: Status of schools, nursing homes, other special facilities

Step 5: Indicate any recommended protective action citizens should take:

- No Protective Action Recommended
- Shelter-In-Place
- Evacuation

**SAMPLE AD-HOC MESSAGE FORMAT**

**THIS IS AN EMERGENCY MESSAGE FOR THE CITIZENS OF MIAMI COUNTY**

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WHAT HAPPENED? \_\_\_\_\_

WHERE WAS THE PROBLEM? \_\_\_\_\_

STATUS OF LOCAL RESPONSE. \_\_\_\_\_

SCHOOLS INVOLVED? \_\_\_\_\_

SPECIAL FACILITIES INVOLVED? \_\_\_\_\_

DESCRIPTION OF AREA/PART OF COUNTY

INVOLVED? \_\_\_\_\_

\_\_\_\_\_  
PROTECTION ACTION REQUIRED: \_\_\_\_\_

CITIZEN RESPONSE(S) REQUIRED: \_\_\_\_\_

NEXT MEDIA UPDATE DATE

\_\_\_\_\_ TIME \_\_\_\_\_

\_\_\_\_\_  
QUESTIONS TO BE DIRECTED TO: \_\_\_\_\_

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